



To  
The All SSA /Unit/BA Heads,  
The DGM(O&M) , Burdwan/Durgapur,  
The CAO (CA) / CAO(TCO),WB,  
The CE (Civil), WB,  
The PCE(Elec), WB,  
The Sr.AO(Cash), Circle Office, Kolkata.  
The All Executives of Circle Office.

NO: APAR/WBTC/TIME BOUND/20-21/2

Dated at Kolkata 24 -09-2021

Sub: **Time Bound up gradation under EPP cases due upto 01-01-2022 (due to pre-ponement of EPP as per Pay Revision under 2<sup>nd</sup> PRC w.e.f. 01.01.2007)**  
Ref : BSNL ND Lr No: 400-61/2004-Pers.I(pt.II) dtd 10-10-2011 endorsed by CGMT ,BSNL , WB lr no: EST/TC/A-146 dt 14-10-11 and this office lr no: APAR/WBTC/TIME-BOUND/11-12/VII dt 29-02-2012.

With respect to the letter under reference it is requested to send time bound up gradation data under EPP of your unit / SSA as per following schedule & procedure.

Types of cases	CR / APAR availability required at APAR cell Circle Office .	Last Date for sending data by field units to Circle Office.
Cases Maturing/Pending upto <b>01.01.2022 and also any left out cases.</b>	Up to 2020-21 (for up-gradation after 31.03.2021), up to 2019-20 (for up-gradation before 01.04.2021)	<b>10-10-2021</b>

**Procedure for sending Time Bound cases :-**

- No cases who have vigilance case or not cleared online exam are to be send.**
- All cases are to be sent in original hard copy of annexure.**
- 15 Point VC Proforma duly filled must be sent in original hard copy (without this time bound up gradation will not be processed).**
- Before sending annexure and duly filled 15 point VC Proforma it must be ensured that the officer has filed IPR( immovable property return) up to the current year.**
- Summary of all cases in prescribed format in e-mail [sdeestt183@gmail.com](mailto:sdeestt183@gmail.com).
- The SSA Heads / Unit Heads are requested to send the cases (1<sup>st</sup> or subsequent upgradation) due / pending upto **01-01-2022 in a single Envelope.**
- The envelope is to be marked :-  
**“ TIME BOUND UPGRADATION DUE / PENDING UPTO 01-01-2022 FOR < SSA name> SSA.”**
- All the cases due / pending are to be sent afresh BECAUSE ANNEXURE FORMAT IS CHANGED HENCE ANNEXURES SENT EARLIER WILL NOT BE CONSIDERED FOR TIME BOUND UPGRADATION.**
- Please ensure that APAR of the officers upto the due date of effect are sent to this office before sending the Annexure for time bound EPP. Without APAR, time bound upgradation will not be processed.**

10. The envelope is to be sent through speed post in the following address :-

AGM[HCM-HR],  
 APAR [Cell],  
 O/O the Chief General Manager Telecom,  
 BSNL, West Bengal Circle,  
 8, Red Cross Place ,  
 Room No:- 203  
 Kolkata - 700001

**Cases to be send as per following proforma .**

**1. First Time Bound upgradation for SSA :**

- (a) **First Time Bound Annexure [1]** (copy enclosed) duly recommended by SSA /Unit Heads after due verification from Service Book **in Hard Copy**.  
 (b) **Summary** in Soft Copy in the following Excel proforma [in e-mail [sdeestt183@gmail.com](mailto:sdeestt183@gmail.com)]:

Sl No	HRMS No	Name (As Spelled in ERP)	Substantive Designation	Present Scale (E1/E2/E3/E4)	Upgradation due I E1 to E2 or E2 to E3 .....etc]	Due date of Ist Upgradation in DD.MM.YY format (Note: no / or – in the date format)	Contact Mobile No
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**2. Second or Subsequent Time Bound upgradation for SSA :**

- (a) **Second or Subsequent Time Bound Annexure[2]** (copy enclosed) duly recommended by SSA / Unit Heads after due verification from Service Book **in Hard Copy**.  
 (b) **Summary** in Soft Copy in the following EXCEL proforma [in e-mail [sdeestt183@gmail.com](mailto:sdeestt183@gmail.com)].

Sl No.	HRMS No	Name (As per HRPKG)	Substantive Designation	Date of last Upgradation in DD.MM.YY format (Note: no / or – in the date format)	Present Scale (E1/E2 / E3/E4)	Due date of current Upgradation in DD.MM.YY format (Note: no / or – in the date format)	Scale due on current upgradation
				Stage due to current up gradation	Online exam cleared for last up gradation within 2 years from last time bound up gradation	Contact Mobile No	

**3. Time Bound upgradation due for Circle Office Executives:-**

Executives of Circle Office whose Time Bound is due within **01-01-2022** are requested to apply, as per enclosed Performa and duly filled 15 point VC Performa, to AGM [HR/A], Circle Office within **10-10-2021**. **Previously submitted Annexure will not be considered for DPC of EPP 2021-22 (2nd Half) except those eligible executives of EPP E1 to E2 pay scale who have already applied in prescribed Annexure of E1-E2 duly filled in and recommended in the 1<sup>st</sup> half of FY 2021.**

So you are requested kindly to arrange for sending the Information within **10-10-2021 mandatorily in the Annexure format attached with this letter .**

(K. Das Gupta )  
 AGM(HR/A)  
 O/O The CGMT, WBTC, Kolkata

**Annexure (1) for Ist Time Bound upgradation for Executives of SSAs**

**PLEASE SUBMIT THIS PERFORMA WITH DULY FILLED 15 POINT VC PROFORMA**

S No.	Items	
1.	<b>Name of the Executive &amp; mobile no.</b>	
2.	Employee No. as per HR Package.	
3.	Date of Birth	
4.	Date of appointment in DOT/BSNL	
5.	<b>Present post held (Regular/Adhoc/Officiating)</b>	
6.	<b>Substantive designation &amp; date of joining in the post</b>	
7.	Community (SC/ST/OBC/OC)	
8.	Date since working in present post	
	<b><u>FOR BSNL ABSORBEE</u></b>	
9.(i)**	Status as on 1-10-2000	
	a) Substantive/Adhoc	
	b) Post/Grade	
	c) Pay Scale	
	d) Basic pay with DNI	
9. (ii)**	<b>Post based promotion between 1-10-2000 to 30-9-2004 if any.</b>	
	a) Substantive/Adhoc	
	b) Post/Grade	
	c) Pay Scale	
	d) Basic pay with DNI	
	e) Date of promotion	
9. (a)	Whether absorbed in BSNL or not	
10. (b)	Date from which pay drawn in IDA scale	
11.**	<b>Any up gradation granted on regular basis based on earlier time bound policies between 1-10-2000 to 30-9-2004 (ACP/EPP/OTHERS)</b>	Yes/No
12.	If yes, date of such up gradation on regular basis	
13.	Whether opted for such earlier up gradation as 1 <sup>st</sup> up gradation (Option to be obtained)	Yes/No
	<b><u>FOR BSNL RECRUITED</u></b>	
14.(I)	Date of Appointment	
	Appointment Designation	
	Pay scale on appointment	
	Basic pay on appointment date	
	DNI	
(II)	Subsequent status on substantive promotion beyond appointment date to till date	
	a) Substantive designation on promotion	
	b) Pay scale on promotion	
	c) Date of promotion	
	d) Basic pay on promotion date	
	e) DNI	
15.	Substantive status as on	
	(A) 1.10.2001	
	e) Post/Grade	
	f) Pay Scale	
	g) Basic pay with DNI	
	(B) 1.10.2002	
	a) Post/Grade	
	b) Pay Scale	
	c) Basic pay with DNI	

NAME-		
<b>HRMS NO-</b>		
<b>Annexure-(I)</b>		
	(C) 1.10.2003	
	a) Post/Grade	
	b) Pay Scale	
	c) Basic pay with DNI	
	(D) 1.10.2004	
	a) Post/Grade	
	b) Pay Scale	
	c) Basic pay with DNI	
	(E) 1.10.2005	
	a) Post/Grade	
	b) Pay Scale	
	c) Basic pay with DNI	
	(F) 1.10.2006	
	a) Post/Grade	
	b) Pay Scale	
	c) Basic pay with DNI	
	(G) 1.01.2007	
	a) Post/Grade	
	b) Pay Scale	
	c) Basic pay	
	d) Rate of increment in Rs.	
	e) DNI	
	(H) 1.10.2007	
	a) Post/Grade	
	b) Pay Scale (Revised)	
	c) Basic pay (Revised)	
	d) Rate of increment in Rs.	
	e) DNI	
	(I) 1.10.2008	
	a) Post/Grade	
	b) Pay Scale (Revised)	
	c) Basic pay (Revised)	
	d) Rate of increment in Rs.	
	e) DNI	
	(J) 1.10.2009	
	a) Post/Grade	
	b) Pay Scale (Revised)	
	c) Basic pay (Revised)	
	d) Rate of increment in Rs.	
	e) DNI	
	(K) 1-10-2010	
	a) POST/GRADE	
	b) PAY SCALE (REVISED)	
	c) BASIC PAY (REVISED)	
	d) RATE OF INCREMENT IN Rs.	
	e) DNI	
	(L) 1-10-2011	
	a) POST/GRADE	
	b) PAY SCALE (REVISED)	
	c) BASIC PAY (REVISED)	
	d) RATE OF INCREMENT IN Rs.	
	e) DNI	

NAME-  
**HRMS NO-**  
**Annexure-(I)**

	(M) 1-10-2012	
	a) POST/GRADE	
	b) PAY SCALE (REVISED)	
	c) BASIC PAY (REVISED)	
	d) RATE OF INCREMENT IN Rs.	
	e) DNI	
	(N) 01-10-2013	
	a) POST/GRADE	
	b) PAY SCALE (REVISED)	
	c) BASIC PAY (REVISED)	
	d) RATE OF INCREMENT IN Rs.	
	e) DNI	
	(O) 01-10-2014	
	a) POST/GRADE	
	b) PAY SCALE (REVISED)	
	c) BASIC PAY (REVISED)	
	d) RATE OF INCREMENT IN Rs.	
	e) DNI	
	(P) 01-10-2015	
	a) POST/GRADE	
	b) PAY SCALE (REVISED)	
	c) BASIC PAY (REVISED)	
	d) RATE OF INCREMENT IN Rs.	
	e) DNI	
	(Q) 01-10-2016	
	a) POST/GRADE	
	b) PAY SCALE (REVISED)	
	c) BASIC PAY (REVISED)	
	d) RATE OF INCREMENT IN Rs.	
	e) DNI	
<b>Similarly up to 01-10-2021 or DNI as mentioned from A to Q</b>		
16.	Current Pay scale ( <b>E1/E2/E3/E4/E5</b> )	
17.	Eligible date of 1 <sup>st</sup> up gradation	
18.	Eligible Pay-scale( <b>E2/E3/E4/E5/E6</b> )	
19	Whether any punishment was/is in currency	
	(a) On due date of up gradation	Yes/No
	(b) At present	Yes/No
	If yes, date of award of punishment and date of completion of currency of punishment be indicated.	

Certified that particulars given above S No. (1) to (19) are verified from Service Book and found to be correct.

**Seal & Signature of AO/SDE**  
**(Responsible for maintaining Service Book)**

14.	Recommendation of SSA Heads for implementation of time bound promotion policy.	
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**Seal & Signature of SSA Head/Unit Head.**

**Annexure [2] for 2<sup>ND</sup> / Subsequent Time Bound upgradation for Executives of SSAs upto 01.01.2022**

- **ANNEXURE FOR 2<sup>ND</sup> / SUBSEQUENT TIME BOUND UPGRADATION FOR EXECUTIVES OF SSA .**
- **NO CASES TO BE SENT WHO HAS NOT CLEARED ON LINE UPGRADATION EXAM OR CLEARED EXAM AFTER 2 YEARS BUT INCREMENT WAS NOT STOPPED.**
- **EXECUTIVES RETIRING ON SUPERANNUATION WITHIN 2 YEARS OF ISSUING LAST UPGRADATION ORDER ARE EXEMPTED FROM ON LINE UPGRADATION EXAM.**
- **PLEASE SUBMIT THIS PERFORMA WITH DULY FILLED 15 POINT VC PROFORMA**

**[Annexure-2]**

S No.	Items			
1.	Name of the Executive			
2.	Employee No. as per HR Package			
3.	Date of Birth			
4.	Date of appointment in DOT/BSNL			
5.	Mobile No			
6.	Present post held (Regular/Adhoc/Officiating)			
7.	Date since working in present post			
8.	Substantive designation & date of joining in the post			
9.	Community (SC/ST/OBC/OC)			
10.	Date from which pay drawn in IDA scale			
11.	Date of 1 <sup>st</sup> time bound promotion with Scale & stage (E1/E2/E3/E4/E5/E6)		Scale	Stage of up gradation
		Date		
12.	Date of 2 <sup>nd</sup> time bound promotion with Scale & stage (E1/E2/E3/E4/E5/E6)		Scale	Stage of up gradation
		Date		
13.	Due date of 3 <sup>rd</sup> Time bound up gradation (E1/E2/E3/E4/E5/E6)		Scale	Stage of up gradation
		Date		
14.	Due date of 4 <sup>th</sup> /next Time bound up gradation (E1/E2/E3/E4/E5/E6)		Scale	Stage of up gradation
		Date		
15.	Scale due on next upgrading			
16.	Stage of current up gradation			
17.	Last Time Bound order no & date			
18.	Date of On Line Up-gradation Exam / training cleared.			
22.	Whether online Examination cleared within Two years of issuing last up-gradation order.			
23.	If not whether Increment is stopped after two years of issuing last up-gradation order.			
	Dt from which Stoppage of increment has been effected .			
	Whether any punishment was/is in currency			
	(a) On due date of up gradation	Yes/No		
	(b) At present	Yes/No		
	If yes, date of award of punishment and date of completion of currency of punishment be indicated.			

Seal & Signature of AO/SDE  
(Responsible for maintaining Service Book)

14.	Recommendation of SSA Heads for implementation of time bound promotion policy.	
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Seal & Signature of SSA Head/Unit Head.

- **PROFORMA FOR CIRCLE OFFICE EXECUTIVES WHOSE TIME BOUND UPGRADATION IS DUE WITHIN 01.01.2022.**
- **NO CASES TO BE SENT WHO HAS NOT CLEARED ON LINE UPGRADATION EXAM OR CLEARED EXAM AFTER 2 YEARS BUT INCREMENT WAS NOT STOPPED.**
- **PLEASE SUBMIT THIS PERFORMA WITH DULY FILLED 15 POINT VC PROFORMA.**

**[Annexure-3]**

S No.	Items			
1.	Name of the Executive			
2.	Employee No. as per HR Package			
3.	Date of Birth			
4.	Date of appointment in DOT/BSNL			
5.	Mobile No			
6.	Present post held (Regular/Adhoc/Officiating)			
7.	Date of appointment in current post.			
8.	Substantive designation & date of joining			
9.	Community (SC/ST/OBC/OC)			
10.	Date from which pay drawn in IDA scale			
11.	Date of 1 <sup>st</sup> time bound promotion with Scale & stage (E1/E2/E3/E4/E5/E6)	Date	Scale	Stage of up gradation
12.	Date of 2 <sup>nd</sup> time bound promotion with Scale & stage (E1/E2/E3/E4/E5/E6)	Date	Scale	Stage of up gradation
13.	Date of 3 <sup>rd</sup> /next time bound promotion with Scale & stage (E1/E2/E3/E4/E5/E6)	Date	Scale	Stage of up gradation
14.	Due date of Subsequent Time bound up gradation			
15.	Scale due on subsequent up gradation			
16.	Stage of current up gradation			
17.	Date of On Line Up gradation Exam cleared.			

**Seal & Signature of AO/SDE  
(Responsible for maintaining Service Book)**

**Seal & Signature of Unit Head.**